

**MEETING OF BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE TOWN OF MANCHESTER
August 15, 2012
6:00 PM**

Attending: Chairman Josh Howroyd
Vice Chairman Timothy Becker
Paul Rubin
Robert Shanbaum
Patrick Barder, Executive Director

Absent: Flora Jimenez

- I. Chairman Howroyd opened the meeting at 6:01 pm and welcomed the residents of Spencer Village. He indicated that before he opens the meeting for public comments the Board needs to address an order of business.

Mr. Becker moved to suspend the rules and move items A through E under Number 10 to new business. Mr. Shanbaum seconded. Motion passed 4-0.

- II. **Public Comments –**

Chairman Howroyd invited residents of Spencer Village to make comments and explained MHA Board is taking steps to meet at the different locations so all residents have an opportunity to voice their concerns to the Board. These minutes are intended to be an overview of the comments made and are not necessarily verbatim.

Mr. Mark Copeland of 60D Spencer Village addressed the Board.

Mr. Copeland asked if MHA could set up a system where residents rent is withdrawn directly from their bank accounts.

Chairman Howroyd indicated this has been a subject of discussion by the Board.

Mr. Anthony Goulet of 40 Spencer Village addressed the Board.

Mr. Goulet commented that there are shingles falling off the roof and he is concerned for resident safety. Mr. Barder reported that work on the roof to address loose shingles will be starting in two weeks.

Ms. Kathleen Koslovich of 36A Spencer Village addressed the Board.

Ms. Koslovich shared that she has noticed that new tenants are moving into apartments that have been renovated with new kitchen cabinets. She indicated that her cabinets are old and moldy and she asked why residents that have been here longer don't have updated cabinets.

Chairman Howroyd shared that it is harder to do updates to units when they are occupied and MHA is working on making improvements as the funds allow.

Ms. Koslovich offered to move out for a few days so her cabinets could be replaced.

Ms. Linda DePamphilis addressed the Board.

Ms. DePamphilis asked why MHA does not have monthly meetings here.

Chairman Howroyd explained MHA meets every month and all residents are welcome to attend any or all of these meetings. There is a schedule on line and in the office of the locations of these meetings for the rest of the year.

Mr. Jude Therrien addressed the Board.

Mr. Therrien asked the Board about the open space across the driveway from this complex and suggested that a solar farm be installed. A solar farm is more energy efficient, would save MHA in electrical expenses. This complex was without electricity for 3 days during the storm last fall and there are residents that require electricity for their medical devices.

Chairman Howroyd complimented the residents of Spencer Village and how they all came together during the storm last fall. This community center has a generator and residents helped each other out during that crisis. The State of Connecticut sponsoring an energy audit for housing authorities and MHA is providing them with that information which will help find ways to reduce and conserve energy costs.

Mr. Therrien mentioned there is an infestation of mice throughout the complex and would like to have that looked at. He also said he has seen many possums and raccoons wandering around the complex.

Ms. Kathy Pittsley 66B Spencer Village addressed the Board.

Ms Pittsley said she received a copy of the draft of the new lease. She indicated that she has conservator that handles all this kind of thing for her.

Mr. Barder said her conservator will be sent a copy.

Ms. Martha Bertrand, Property Manager for Spencer Village indicated that a copy of the draft lease was sent to all conservators.

Ms. Susanne Dumaro addressed the Board.

Ms. Dumaro commented that she does not receive her disability check until the 3rd of the month and if she does not get a chance to get to the bank she is unable to get her rent check to MHA by the 5th and she is concerned about paying a late fee.

Mr. Barder explained that if a resident is charge a late fee, they need to speak to their property manager about it.

Mr. Norman Poulin 66E Spencer Village addressed the Board.

Mr. Poulin said the filter in his air conditioner needs to be changed and he wants to know how to go about getting that done.

Mr. Barder indicated the air conditioners are service by a company that handles the filters.

Mr. Wayne Madden addressed the Board on behalf of his mother Mrs. Fox who needs to be moved to a one bedroom unit because of her medical issues.

Mr. Barder explained that Ms. Fox has new medical issues that need to be addressed he will discuss it with Mr. Madden outside of this meeting. Mr. Madden also thanked Mr. Barder for his new air conditioning unit.

Mr. Thomas Hoff addressed the Board.

Mr. Hoff commented about all the work that has been done in and around this complex and likes what has been accomplished so far. He would like to see if some things could be done faster. Chairman Howroyd shared MHA is slowly chipping away at making improvements to all of the complexes. Unfortunately MHA has many things that need repair or replacement and we can only do so much with the financial resources that are available.

Ms. Kathy Pittsley addressed the Board.

Ms. Pittsley asked who is responsible for cleaning and sweeping out the hallways and common areas.

Mr. Barder indicated that MHA maintenance is responsible for taking care of that and asked that Ms. Pitsley call in a work order regarding the dirty hallways.

Mr. Mark Copeland addressed the Board.

Mr. Copeland asked when this Community Center is going to be remodeled.

Mr. Barder reported that MHA is slowing working to make improvements to each of the Community Centers at the various complexes and as financial resources become available more improvements will be made. Mr. Barder shared with the Board the Mr. Copeland has been keeping the Spencer Village community center clean and orderly.

Ms. Sylvia Hansen 26A Spencer Village addressed the Board.

Ms. Hansen shared she is in an older unit and her front door needs repainting and the caulking around the door is falling off. She is concerned about a draft once the cold weather sets in. Chairman Howroyd asked that she call in a work order stating this. Ms. Hansen also said that the sweep along the bottom of the front door needs to be replaced as well. Her screen door is broken at the bottom and if anyone leans against it, it falls out. She said she called about this a while ago but hasn't heard anything about when it will be seen to.

Mr. Wayne Madden addressed the Board.

Mr. Madden said his stove needs new drip pans and his stove needs to be repaired. He was told that old stoves are being replaced with glass top stoves but the space in his unit will not accommodate the new stove. Mr. Barder indicated that adjustments will be made so a new stove will fit in his unit.

Ms. Kathy Koslovich addressed the Board.

Ms. Kosloveich asked if it is possible to have a community tag sale.

Mr. Barder shared that if the residents want to organize such an event there is no problem doing that.

Mr. Madden volunteered to help Ms. Koslovich organize it and they can use the open space across from the parking lot for it.

Public comment closed at 6:35 pm.

III. Adoption of Minutes – Meeting of July 18, 2012

Chairman Howroyd asked for a motion to approve the minutes of meeting of July 18, 2012.

Mr. Becker asked if a draft copy of minutes of the Board meetings are posted on the MHA website. Mr. Becker reported that according to the Freedom of Information Act the minutes should be available to the public 10 days after a meeting. Comments have been made that our minutes are not available in a timely manner.

Chairman Howroyd indicated that a copy of meeting motions can be made simply by having a hand written copy of the agenda with the motions written on them.

Mr. Barder said copies of minutes are made available in the MHA office for anyone that asks for them and a copy is posted on the website after they have been approved by the Board. Mr. Barder said going forward a draft copy of minutes will be posted on the MHA website.

Mr. Becker moved to accept the July 18, 2012 minutes as amended. Mr. Shanbaum seconded. Motion passed 4.0.

IV. Correspondence

Mr. Barder wanted to make the Board aware of the goings on at the Congregate and the Tenant Association meetings. There are severe personality conflicts between the tenants and their elected President and if he is not able to attend the meeting the meeting deteriorates.

Mr. Barder indicated that a draft copy of the new lease was sent to all MHA residents and any comments to be put in writing and sent to him.

Mr. Barder asked how the Board would like to see the comments.

Chairman Howroyd suggested he forward a synopsis of the areas of concern to all Board members.

Mr. Barder asked about city trash pickup and what the town policy is.

Mr. Becker indicated that if a complex has more than 4 units, the property manager must make arrangements for a private company to remove the trash.

Mr. Becker shared he was approached by the son of a resident regarding 87 A& B Bluefield Drive. The walls were spackled and readied for paint but had been this way for many, many years.

Mr. Barder was made aware of this and he was told that the walls were prepared for paint approximately 7 years ago but was never completed.

Mr. Becker commented that he noticed that construction has begun on the Hartford Road property and he was not aware that the deal had closed. He would have liked to have been notified that the sale of this property had closed.

Mr. Becker also received a call from a resident of Lisa Drive regarding the replacement of their screen door. The exterior door was replaced but the screen door was not been replaced and they wondered when it will be replaced.

Mr. Barder reported that when a unit has the front door replaced, the screen door is not replaced. When asked why Mr. Barder indicated the screen doors are destroyed by residents and it is not cost effective to replace them.

V. Accounts Payable

Mr. Barder reviewed the financial reports with the Board.

Mr. Becker asked about an expense paid to Rome McGuigan. Mr. Barder indicated there was a complaint against MHA by a Section 8 voucher recipient and MHA had to be represented in the suit. The courts ruled in favor of MHA but we incurred legal fees in the amount of \$1,400.

VI. Executive Directors Report - Financial Statements & Management Reports

Mr. Barder distributed the financial statements and management reports and said they look good and year end is approaching and we are getting ready for the year end audit.

Mr. Barder reported the bulldozer behind the West Hill unit is being used to clear out some debris/trash that was left since the units were built. The area has been cleared, the dumpster was moved and the area will be graded. According to the original plans this area was to have been a park, the parking lot was designed to be larger but those plans were never finished. Dirt will have to be brought in to help with the grading. We will start planting trees in various areas around the complex where old trees were removed. He indicated that a variety of trees will be planted and if there are any trees that the Board would like to see planted, to please let him know.

Board members commented about the overgrowth of weeds in the cracks and along the curbs and the lack of trimming of the shrubbery in and around the complex. Mr. Barder indicated he has spoken with the Tru-Green company about the weeds and Tru-Green indicated they could do something to get rid of the crab grass and the clover. He is going to try it and see if it works.

The installation of patios at Mayfair Gardens is going well and residents are happy with them.

Mr. Barder reported that a section of units at Spencer Village will have their front doors replaced and sidewalk will be built up at the door to make them handicapped accessible. He indicated on some of the units there is a drop from the door to the sidewalk that makes it difficult for residents to enter and exit their units safely.

Mr. Barder reviewed the vacancy report and we are 93% ready with the units to be occupied. We will be at 95% by August 29.

Maintenance will have to have units ready for occupancy in 30 days.

VII. Chairman's Report - None

VIII. Old Business – None

IX. New Business

A. Ethics Policy Revisions

The Ethics Policy Revisions will be added onto the Personnel Policy for Employees.

Mr. Becker asked if our attorney has looked at the language regarding employee hearings. Mr. Barder indicated that the attorney did look at it and made comments. He will send out the draft again to Board members.

Mr. Becker moved to table Ethic Policy Revisions. Mr. Rubin seconded. Motion passed 4-0. (PATRICK put this under old business)

B. Award of Contract – Congregate Air Handling System

Mr. Barder indicated notice went out for bids for the repair of the Congregate Air Handling System. MHA did request a grant in the amount of \$48,000 for this project and was awarded \$40,000. Three companies responded and came to view the proposed project. Only two companies place bids on the web side for the project. One company came within reason of this amount and was awarded the contract.

Mr. Rubin moved to approve

Award of Contract – Congregate Air Handling System – Resolution 2012-9.

Mr. Becker asked if background checks were made and Mr. Barder indicated yes they were completed. Motion passed 4-0.

X. Items for Future Agenda

A. Reverse 911 – Chairman Howroyd indicated that when Mr. Barder checks with Mr. Shanley about the maintenance agreement for North Elm Street hat he also check with him about how the Town handles reverse 911. Mr. Becker moved to table Reverse 911. Mr. Rubin seconded. Motion passed 4-0.

B. Disaster Plan –

Mr. Barder indicated he is working on this.

Mr. Becker moved to table Disaster Plan. Mr. Rubin seconded. Motion passed 4-0.

C. North Elm Management Agreement –

Chairman Howroyd said he will discuss this with Tim O'Neill.

Mr. Shanbaum moved to table North Elm Management Agreement. Mr. Becker seconded. Motion passed 4-0.

D. RAD Discussion –

Mr. Barder shared RAD is a plan to convert all units to Section 8. Public housing grants would be eliminated and monies would go into one fund. Once Housing Authorities elect to go this route there would be no going back. All the rule books would be thrown out. After discussion the Board

agreed to wait and see if any other housing authorities opted to use this procedure before going any farther.

E. Waiting Lists Discussion –

Mr. Becker commented that five years is a long time to be on a waiting list for public housing. He asked for a status report of the list for public housing and Section 8.

Mr. Barder shared MHA is currently purging the list and fifty-seven names were removed before we were able fill current openings. The question was asked how long is the list and how long before we start or stop taking applications. Mr. Barder noted that if an applicant refuses housing two times their name gets dropped to the bottom of the list. The question when we start taking applications do we limit them to residents or allow non-residents. Mr. Barder stated Section 8 could be opened now. Whenever we open up for applications he would like to see it done on line or in writing rather than in person.

Mr. Becker remarked that he thought MHA had agreed to 5 vouchers to four for Manchester residents and one for non-residents.

Mr. Becker moved to table Waiting List Discussion. Mr. Shanbaum seconded. Motion passed 4-0.

XI. Executive Session

Mr. Becker moved to go into Executive Session at 8:34 pm to discuss a personnel matter.

Mr. Shanbaum seconded. Motion was passed 4-0.

Mr. Shanbaum moved to adjourn Executive Session at 9:00 PM.

2nd – Rubin Unanimous

XII. Adjournment @ 9:01 PM

Chairman

ATTEST: _____